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MEMORANDUM FOR THE RECORD

SUBJECT: Visit with the NE Division, DDP, RMO,
25X1A9a [REDACTED]

DATE OF VISIT: 4 October 1968

25X1A9a PROGRAM BRIEF: As noted in the report of the visit to the NE/RMO in
25X1A9a 1967, Mr. [REDACTED] was to be reassigned and to be replaced.
25X1A6a His replacement became Mr. [REDACTED] upon rotation from headquarters
from a tour at the station in [REDACTED] Mr. [REDACTED] advised that 25X1A9a
the period from the time he came aboard to the present has been devoted
mainly to learning the job. It should be borne in mind that the duties
of the records officers in the DDP are under a different concept than
that generally held. The main function of these records officers is to
serve the DDP records system, under the overall guidance of the DDP/RMO
as far as the DDP and Agency records management program is concerned.
25X1A9a The NE/RMO is functioning under the NE Program as established by Frank
[REDACTED] and revised by the undersigned, as well as acting as a buffer
between the desk records officers and the Records Integration Division.
The NE/RMO is concerned with records problems in the field, regardless
of the desk responsibility. He is presently engaged in the overall
DDP top secret inventory, and the revision of the cable distribution
SOP. He was also compiling data from dispatches received from the
field with respect to the annual DDP records inventory. The NE/RMO
does review equipment requests, and does arrange for records retirement
through RID. He has a problem with cover, he noted, so has not made
an attempt to obtain records training courses. Discussions were held
with the NE/Projects Officer concerning vital records and emergency
criteria, both he and the undersigned having been active participants
in the Operation Alert exercises. 25X1A9a

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